

# ***SC DEPARTMENT OF CORRECTIONS***

## ***-JOB POSTING NOTICE (EOE)-***

OPENING DATE: 08/17/16

CLOSING DATE: 08/24/16 (4:30 PM)

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SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 018919

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E2 WORK TIME: 0630 PM - 0630 AM

LOCATION: RIDGELAND CORR INSTITUTION, RIDGELAND (JASPER) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

PAY BAND/LEVEL: 04 B

BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61021067

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### MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,  
SECURITY OR POLICE WORK.

EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.

INCUMBENT MUST SUCCESSFULLY COMPLETE BASIC CERTIFICATION TRAINING

AT THE S.C. DEPARTMENT OF CORRECTIONS TRAINING ACADEMY WITHIN SIX  
MONTHS OF ENTRY INTO THE POSITION.

### DESCRIPTION OF DUTIES:

UNDER DIRECT SUPERVISION OF THE SHIFT SERGEANT, PROVIDES DIRECTION  
AND INSTRUCTION TO INMATES AND OFFICERS IN A PROGRAM OF DISCIPLINE,  
SAFETY, SECURITY AND REHABILITATION OF INMATES IN A MAXIMUM  
SECURITY FACILITY. ASSISTS SERGEANT II IN EVALUATING OFFICER  
PERFORMANCE; PROVIDES DIRECT SUPERVISION TO SUBORDINATE OFFICERS.  
REVIEWS INCIDENT REPORTS WRITTEN BY OFFICERS. INSTRUCTS AND COUNSELS  
OFFICERS CONCERNING DUTY REQUIREMENTS. INVESTIGATES INMATE COMPLAINTS  
AND TAKES APPROPRIATE ACTION; INSTRUCTS AND COUNSELS INMATES AS  
REQUIRED. MONITORS INMATE MOVEMENT WITHIN THE INSTITUTION. PERFORMS  
ESSENTIAL AND MARGINAL DUTIES OF AN OFFICER II; PERFORMS ALL OTHER  
RELATED DUTIES AS ASSIGNED BY THE SHIFT SUPERVISOR.

### COMMENTS:

WORK HOURS, SHIFT AND DAYS OFF ARE SUBJECT TO CHANGE.